

#### § 1258.4

handle such orders or that the NARA contractor making the reproduction can provide the service. Rush orders are subject to a surcharge to cover the additional cost of providing expedited service.

(9) Orders requiring additional expense to meet unusual customer specifications such as the use of special techniques to make a photographic copy more legible than the original document, or unusual format or background requirement for negative microfilm. Fees for these orders are computed for each order.

[40 FR 7928, Feb. 24, 1975, as amended at 49 FR 9726, Mar. 15, 1984; 49 FR 42934, Oct. 25, 1984. Redesignated and amended at 50 FR 15723, 15727, Apr. 19, 1985; 52 FR 29521, Aug. 10, 1987; 53 FR 12151, Apr. 13, 1988; 53 FR 23760, June 24, 1988; 56 FR 3776, Jan. 31, 1991; 57 FR 21743, May 22, 1992; 60 FR 5580, Jan. 30, 1995; 62 FR 32203, June 13, 1997]

EFFECTIVE DATE NOTE: At 62 FR 32203, June 13, 1997, § 1258.2 was amended by revising paragraphs (c)(1) and (c)(3) through (c)(5), adding paragraph (c)(6)(v), and removing paragraph (c)(10), effective July 14, 1997. For the convenience of the user, the superseded text is set forth as follows:

#### § 1258.2 Applicability.

\* \* \* \* \*

(c) \* \* \*

(1) National Archives publications, including microfilm publications. Prices are available from Publications Distribution (NECD), National Archives, Washington, DC 20408.

\* \* \* \* \*

(3) Motion picture, sound recording, and video holdings of the National Archives and Presidential libraries. Prices for reproduction of these materials are available from the Motion Picture, Sound and Video Branch (NNSM), National Archives at College Park, 8601 Adelphi Road, College Park, MD 20740-6001, or from the Presidential library which has such materials (see § 1253.3 of this chapter for addresses).

(4) Machine-readable records. Prices for duplication are available from the Center for Electronic Records (NSX), National Archives at College Park, 8601 Adelphi Road, College Park, MD 20740-6001.

(5) Still photography, including aerial film, and oversize maps and drawings. Information on the availability and prices of reproductions of records held in the Still Pictures Branch (NNSP) and the Cartographic and Ar-

#### 36 CFR Ch. XII (7-1-97 Edition)

chitectural Branch (NNSC), both located at the National Archives at College Park, 8601 Adelphi Road, College Park, MD 20740-6001, and in the Presidential libraries and regional archives (see §§ 1253.3 and 1253.7 of this chapter for addresses) should be obtained from the unit which has the original records.

\* \* \* \* \*

(10) The fees for reproductions of archival records made in response to FOIA requests are set forth in § 1258.11.

#### § 1258.4 Exclusions.

No fee is charged for reproduction or certification in the following instances:

(a) Documents furnished to other elements of the Federal Government. However, a fee may be charged if the appropriate director determines that the service cannot be performed without reimbursement.

(b) When NARA wishes to disseminate information about its activities to the general public through press, radio, television, and newsreel representatives;

(c) When the reproduction is to furnish the donor of a document or other gift with a copy of the original;

(d) When the reproduction is for individuals or associations having official voluntary or cooperative relations with NARA in its work;

(e) When the reproduction is for a foreign, State, or local government or an international agency and furnishing it without charge is an appropriate courtesy;

(f) For records center records only:

(1) When furnishing the service free conforms to generally established business custom, such as furnishing personal reference data to prospective employers of former Government employees;

(2) When the reproduction of not more than one copy of the document is required to obtain from the Government financial benefits to which the requesting person may be entitled (e.g., veterans or their dependents, employees with workmen's compensation claims, or persons insured by the Government);

(3) When the reproduction of not more than one copy of a hearing or

## National Archives and Records Administration

## § 1258.12

other formal proceeding involving security requirements for Federal employment is requested by a person directly concerned in the hearing or proceeding; and

(4) When the reproduction of not more than one copy of a document is for a person who has been required to furnish a personal document to the Government (e.g., a birth certificate required to be given to an agency where the original cannot be returned to the individual).

[40 FR 7928, Feb. 24, 1975. Redesignated at 50 FR 15723, Apr. 19, 1985, and amended at 50 FR 50905, Dec. 13, 1985; 57 FR 21743, May 22, 1992; 62 FR 32203, June 13, 1997]

EFFECTIVE DATE NOTE: At 62 FR 32203, June 13, 1997, §1258.4 was amended by revising paragraph (f) introductory text, effective July 14, 1997. For the convenience of the user, the superseded text is set forth as follows:

### § 1258.4 Exclusions.

\* \* \* \* \*

(f) For Federal records center (FRC) records only:

\* \* \* \* \*

### § 1258.6 Color reproductions.

Color reproductions are furnished to the public and the Government only on a fee basis.

[40 FR 7928, Feb. 24, 1975. Redesignated at 50 FR 15723, Apr. 19, 1985]

### § 1258.8 Copy negatives.

Requests for photographs of materials for which no copy negative is on file are handled as follows:

(a) The cost of the negative shall be charged to the customer; except in cases where NARA wishes to retain the negative for its own use.

(b) When no fee is charged the negative becomes the property of NARA. When a fee is charged the negative becomes the property of the customer.

[40 FR 7928, Feb. 24, 1975. Redesignated at 50 FR 15723, Apr. 19, 1985]

### § 1258.10 Mail orders.

(a) There is a minimum fee of \$10 per order for reproductions which are sent by mail to the customer.

(b) Orders to addresses in the United States are sent either first class or UPS depending on the weight of the order and availability of UPS service. When a customer requests special mailing services (such as Express Mail or registered mail) and/or shipment to a foreign address, the cost of the special service and/or additional postage for foreign mail is added to the cost of the reproductions.

[49 FR 9726, Mar. 15, 1984. Redesignated at 50 FR 15723, Apr. 19, 1985, and amended at 56 FR 3777, Jan. 31, 1991; 62 FR 32203, June 13, 1997]

EFFECTIVE DATE NOTE: At 62 FR 32203, June 13, 1997, §1258.10 was amended by revising paragraph (a), effective July 14, 1997. For the convenience of the user, the superseded text is set forth as follows:

### § 1258.10 Mail orders.

(a) There is a minimum fee of \$6.00 per order for reproductions which are sent by mail to the customer.

\* \* \* \* \*

### § 1258.11 Fees for reproduction of archival records in response to FOIA requests.

(a) *Electrostatic copies.* (1) Paper to paper copies (up to 11 in. by 17 in.):

NARA makes the copy .....	\$0.25
Customer makes the copy on a	
NARA self-service copier .....	\$0.10

(2) Oversized electrostatic copies (per foot): \$1.80 (plus \$0.20 per foot for vellum paper)

(b) *Other processes.* Fees for other reproduction processes not listed in §1258.11 are computed upon request.

[56 FR 3777, Jan. 31, 1991]

EFFECTIVE DATE NOTE: At 62 FR 32203, June 13, 1997, §1258.11 was removed, effective July 14, 1997.

### § 1258.12 Fee schedule.

(a) *Certification:* \$10.

(b) *Electrostatic copying:* (1) Paper-to-paper copies (up to and including 11 in. by 17 in.) made by the customer on a NARA self-service copier: \$0.10 per copy.

(2) Paper-to-paper copies (up to and including 11 in. by 17 in.) made by NARA staff:

(i) At a Presidential library; at a regional records services facility; and,